

Wisconsin DNR-Bureau of Waste Management
Electronic Submittal Guidelines
(Fixed-Width File Format)

Procedures for Reporting Environmental Monitoring Results To the WDNR-Bureau of Waste Management

The following procedures detail the steps necessary for reporting landfill monitoring results to the Department of Natural Resources-Bureau of Waste Management. Chapter NR 507 Wis. Adm. Code, effective July 1, 1996 requires that all monitoring results, including groundwater, surface water, leachate, and gas, be reported to the Department electronically within 60 days of the end of the sampling period. Refer to NR 507.26(3)(2) for exemptions to electronic submittal.

Incorrect and/or incomplete data submittals will not be accepted and will be returned to the sender. If you have questions about preparing and reporting your data, please contact the Bureau of Waste Management at (608) 267-7567. If you have questions about monitoring requirements, sampling techniques or other technical issues, please contact the WDNR Hydrogeologist or Engineer who is assigned to your site.

For New Sites or New Monitoring Points:

In order to prepare a diskette you will need a WDNR-issued five digit license number or monitoring identification number and a 3-digit DNR point identification number for each monitoring point. These numbers can be obtained from the hydrogeologist assigned to your site. You will need to complete and submit to the hydrogeologist a Monitoring Well Construction Form (4400-113A), a Monitoring Well Development Form (4400-113B) and a Soil Boring Log Information Form (4400-122) for each sample point (including replacements) at the site. In addition, one Groundwater Monitoring Inventory Form (3300-67) must be supplied for each monitoring point that is a private water supply well. You will also need to list all monitoring points for your facility on a Groundwater Monitoring Well Information Form (4400-89) and submit it to the hydrogeologist. This form needs to be updated each time a new point is added to the monitoring system. Mail one copy of each of these forms to the WDNR hydrogeologist assigned to the site. If you are working with non-groundwater monitoring points, such as leachate head wells, gas extraction wells or gas probes, you may need to obtain the forms from and submit the information to the engineer assigned to the site. To request any of these forms contact the Bureau of Waste Management at (608) 267-7567.

Water Supply Well Monitoring Results:

Required water supply well monitoring results must be submitted to the department electronically along with the other required facility monitoring results. In accordance with ch. 160.27(6) Stats, all sampling results from water supply wells must be reported within ten days of receipt to the WDNR Regional Office corresponding to the region in which the landfill is located. Additionally, ch. 160.27(6) Stats states that water supply results sent to the regional office must include a hard copy of the original laboratory results and two copies of a cover letter which highlights those analytical results which attain or exceed enforcement standards in s. NR 140.10 Table 1.

Computer Diskette Data Submittals:

- A. Prepare one 3 1/2" diskette with data arranged in one of the specified formats.
- B. Prepare two copies of the completed and signed Environmental Monitoring Data Certification Form for each facility included on the diskette. Click [here](#) to download an electronic fill-in (Microsoft Word) version or [here](#) for a printable PDF version. For the fill-in form, use the tab key on your keyboard to highlight the fields in which you need to enter information then begin typing. To go back to a previous field, press the shift and tab keys simultaneously. To check a box, move your mouse pointer over the box and click it.
- C. Prepare two copies of a letter notifying DNR when a groundwater standard has been attained or exceeded (see ss. NR 140.24(1)(a), NR 140.26(1)(a) and NR507.30 Wis. Adm. Code).
- D. Report dry, broken or frozen wells using the appropriate parameter. For example, use parameter code 00006 for a dry well. It is not sufficient to indicate these conditions in writing only. These conditions must be reported electronically.
- E. Report sample results from field duplicates and laboratory replicates using the appropriate multiple sample identifier. A detailed explanation of the multiple sample identifier is located in the table on page 4, entitled "Data Elements & Definitions."
- F. If the monitoring data submitted includes new monitoring points, you may attach a copy of the monitoring well construction form and an updated well information form. (The original of these two forms should be sent to the staff member assigned to the facility.)
- G. Send one copy of the Data Certification Form, one copy of any exceedance notice, and the diskette to the Bureau of Waste Management, Environmental Monitoring Data, WA/3 PO Box 7921, Madison, WI 53707. Send the second copy of the Data Certification Form and any exceedance notice to the WDNR Regional Office corresponding to the region in which the landfill is located.
- H. Do not include hard-copy printouts of the results that are contained on the electronic submittal, or *any other attachments not listed above*, to the Department with your monitoring results. If any other information is requested or required, it must be sent to the Department separately and to the attention of the Department staff member who is assigned to the facility.

GEMS Fixed-Width Electronic Submittal Format

General Rules

Every record must begin with the number six.

The end of each record must contain a hard carriage return.

Some data elements must contain leading zeros. This is indicated in the definitions for the data elements. (Page 3) The number of leading zeros is dependent on the particular data element and the value for that data element. For instance, the License/Monitoring Number data element is 5 characters in length, including leading zeros. If the license number for the submittal were 123, then you would enter 00123 in columns 5-9.

In the Result Value, Limit of Detection, Limit of Quantitation, and Reporting Limit, trailing zeroes to the right of the decimal point should only be reported if they are significant.

Be especially aware that dates must be in the form YYMMDD without any punctuation. For example, if the date you are trying to report is December 1, 2000, you would enter that date as 001201.

Click [here](#) to view an example submittal file that was sent in for License # 893, reporting period September 1, 2000, DNR point ID 108, and parameter codes: 940, 1046, 22413. Each record contains the necessary data elements for lab analyzed samples.

Additional information about the requirements for each data element is contained in the section titled “Data Elements & Definitions” on the next page.

Data Elements & Definitions

<u>Column Number</u>	<u>Data Element</u>	<u>Data Element Definition</u>
1	6	The number 6 must be in column 1 of every record.
2-4	Blank	
5-9	LICENSE/MONITORING NUMBER	5-digit number assigned to facility by DNR, including leading zeroes.
10-12	DNR'S SAMPLE POINT ID NUMBER	3-digit number assigned to the monitoring point by the DNR, including leading zeroes. Trip Blanks are reported as point ID 999 and Field Blanks are reported as point ID 997.
13-17	DNR PARAMETER NUMBER	5-digit parameter code, including leading zeroes. Codes may be checked for validity on the DNR website or by contacting John A. Sissons at (608) 267-7567. http://www.dnr.state.wi.us/org/aw/wm/monitor/downloads/
18-23	SAMPLE DATE (YYMMDD)	Date on which sample was collected in the field. This date must be later than the Reporting Period Date. (columns 68-73)
24-25	MULTIPLE SAMPLE IDENTIFIER	01 for the first sample, 02 for duplicate 03 for triplicate, etc., and 09 for laboratory replicates. Report multiple trip blanks as multiple samples of point ID 999. For example, use 02 in this field for a duplicate, trip blank result.
26	Blank	
27	AGENCY	Number indicating who took the sample. (1=facilty, 2=DNR, 3=EPA)
28-29	Blank	
30-41	RESULT VALUE	Result value can be anywhere in this field. If the parameter is below the Limit of Detection (LOD) these columns should be blank and the appropriate qualifier should be entered in column 42. If the parameter number refers to a comment indicating field conditions, such as a dry well, value should be zero. There should never be a value in this field and an N in column 42. Report only significant figures. Do not zero-fill.
42	RESULT QUALIFIER	N if the parameter was not detected at or above the LOD, J for results between the LOD and LOQ, including results at the LOD, or blank for results at or above the LOQ or RL. If the parameter number refers to a comment indicating field conditions, such as a dry well, enter an N if the comment does not apply or leave blank if the comment applies.
43	QUALITY CONTROL FLAG I	F if a detect of the parameter occurred in the Method Blank, Trip Blank, or Equipment (Field) Blank accompanying the sample. M if no detects of parameter occurred in the sample blanks.
44	QUALITY CONTROL FLAG II	F if the sample failed the preservation and holding time requirements of EPA SW-846, M if the sample met the SW-846 requirements
45	QUALITY CONTROL FLAG III	F if the sample failed the quality control specified by the analytical method or by the requirements of s. NR 149.14, M if the sample met these requirements
46-52	Blank	
53-57	LIMIT OF DETECTION	LOD for a parameter. It is a 5-character field with a floating decimal point. (i.e. 0.2 0.01) Required for public health substances listed in Table 1, NR 140, Wis. Adm. Code.
58-62	LIMIT OF QUANTITATION	LOQ for a parameter. It is a 5-character field with floating decimal point. Required for public health substances listed in Table 1, NR 140, Wis. Adm. Code.
63-67	REPORTING LIMIT	RL for parameters found in NR 140 tables 2 and 3. It is a 5-character field with a floating decimal point. (i.e. 201.0, 5.0)
68-73	REPORTING PERIOD (YYMMDD)	First day of the month for the month that corresponds to the required reporting month. October 1998 appears as 981001
74-79	LAB ANALYSIS DATE (YYMMDD)	Date of lab analysis
80-88	LAB SAMPLE NUMBER	Unique, lab-assigned number for this sample.
89-103	ANALYSIS METHOD NUMBER OR DESCRIPTION	Method used to analyze VOCs, metals, and priority pollutant parameters (can be numbers and/or text)
104-137	Blank	
138-146	LAB CERTIFICATION IDENTIFICATION NUMBER	9-digit number for each parameter reported. Optional for field parameters.
147-159	Blank	

Note: Data elements in **BOLD** are required for every record.